



Job Description for:

Administrative Assistant

Salary Range: 507, M3
FLSA Status: Non-exempt, non-rep
Revised: 09/15/2010

Classification: Same
Division: Administrative Services
(Technical & Support Division)
Reports to: Administrative Services Manager
Supervises: n/a

Job Overview

This position performs highly responsible administrative duties in support of CRESA's programs and managers.

Essential Job Functions

Must be able to perform the following essential job functions with or without reasonable accommodation:

- Provide administrative and executive support to the Agency Director
- Serve as Clerk to the CRESA Administrative Board and to the Emergency Medical Services Advisory Board
- Prepare agendas for meetings, functions and conferences; attend meetings with or on behalf of supervisor; take notes at meetings; and may take part in discussion of issues and concerns
- Compose correspondence and reports; proofread and edit correspondence and various written materials
- Coordinate special meetings or events as directed; assist with employee recognition activities including award preparation and presentation details
- Conduct research and compile information on products, equipment or services
- Compile and draft written materials including pamphlets, reports, studies or other related assignments
- Keep managers and supervisors informed about significant items requiring review or action; obtain information from staff, relay assignments, call attention to deadlines, and obtain progress reports
- Post media releases regarding Agency news or other events; reviews and updates Agency website content
- Share in front office reception and customer service duties
- Purchase office supplies, central stores supplies, and items for special events or EOC activations
- Coordinate printing of Agency stationary, business cards or other printed materials
- Issue agency identification cards, keys, lockers, parking permits and mailboxes. Maintains logs for each.
- Coordinate arrangements for agency travel and lodging
- Coordinate Board meeting materials and logistics; complete and distribute board meeting packets
- Assemble and distribute the annual report, annual budget document, manuals and similar documents
- Participate as needed during emergencies, including emergency operations center activations
- Develop and maintain excellent working relationships with all personnel, user agencies, the public, etc.
- Performs related duties as assigned.

Qualifications

Minimum Qualifications

- Four years of responsible administrative support experience relevant to the essential job functions – or –
- Bachelor's degree in business or public administration
- Successfully pass pre-employment reference and criminal history checks.

Any combination of education and experience that provides an applicant with knowledge, skill and ability to successfully perform the job will be considered.

Knowledge of:

- Office and administrative practices and procedures
- Effective research and record keeping methods and techniques
- Considerable knowledge of proper business communications, punctuation, grammar and spelling

Ability to:

- Pay strict attention to detail and accuracy

- Understand and execute complex oral and written instructions
- Apply appropriate independent initiative, discretion, judgment and organizational skills to the work
- Understand and apply available guidelines, policies or procedures in diverse situations
- Prepare written materials in clear, correct and comprehensible terms from general notes or concepts
- Develop and maintain effective working relationships with employees, the public and officials and personnel from user agencies, other jurisdictions, departments or agencies

Physical / Sensory Requirements. The following characteristics describe the most common ways this position’s essential functions and job tasks are performed. Any incumbent or candidate for this position must be able to perform the essential functions and job tasks with or without reasonable accommodation.

Sight and Vision	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>General Visual Acuity.</i> Differentiate and comprehend visual effects of general size, shape and distance. 	Hourly / Constantly	Very Important
Hearing	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>General / Broad Hearing.</i> Differentiate and comprehend: <ul style="list-style-type: none"> ○ Voices (ambient or intrusive) in face-to-face settings, in groups with multiple speakers, over the phone, by radio, etc. of pitch, volume or tone within the ‘normal range’ ○ Verbal speech, language, accents and vocal sounds including the subtleties of speech communication such as intonation, inflection, emphasis and nuance. 	Hourly / Constantly	Very Important
	Hourly / Constantly	Very Important
Speech	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>General Speech.</i> Communicate orally; express thoughts and emotions by word, sound and gesture. 	Hourly / Constantly	Very Important
Touch	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Basic Repetitive Hand / Arm Motion.</i> Make regular movement (motion) of wrist, hand, fingers, elbow, shoulder, etc. to type, use computer mouse, etc. • <i>Reach.</i> Stretch or extend hand, arm, foot, etc. away from body to touch or meet another object. • <i>Lift.</i> Move object upward to a higher position; hoist. Typical weight lifted does not exceed 25 lbs. 	Daily	Important
	Weekly / Monthly	Important
	Weekly / Monthly	Important
Physical Coordination	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Sit.</i> Remain in seated position to accomplish work. • <i>Stand.</i> Remain in upright position, motionless or steady on the feet to accomplish work. • <i>Drive.</i> Safely and legally operate a motor vehicle in the course of work 	Daily	Important
	Weekly / Monthly	Slightly Important
	Weekly / Monthly	Important
Working Memory	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Audio Memory.</i> Retain and retrieve information gained via audio sources. • <i>Visual Memory.</i> Retain and retrieve information gained via visual sources. 	Weekly / Monthly	Important
	Weekly / Monthly	Important
Comprehension	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Rapid Comprehension & Application.</i> Grasp meaning, nature, or importance of information, and quickly and correctly apply knowledge to work or situation. • <i>Complex Comprehension & Application.</i> Grasp the meaning, nature, and importance of complex, ambiguous or difficult information, and correctly apply knowledge to work or situation. 	Weekly / Monthly	Important
	Weekly / Monthly	Important
Environmental Working Conditions	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>No Substantial Hazards.</i> Position is not substantially exposed to adverse environmental conditions. 	--	--
Level of Physical Activity	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Sedentary Work.</i> Work primarily requires exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing is required only occasionally and all other sedentary criteria are met. 	Hourly / Constantly	--